

UNITED STATES BANKRUPTCY COURT
DISTRICT OF HAWAII

Case Management

CM / ECF

Electronic Case Files

OFFICE AUTOMATION SURVEY
FOR TRAINING APPLICANTS

Name of Applicant: _____ Law Firm: _____

A. Software you intend to use for CM/ECF:

WordPerfect. What version: _____
Microsoft Word. What Version: _____
Other. Type: _____ Version: _____

Do you have Adobe Acrobat installed on your computer? What version: _____

Do you have Adobe PDF writer installed as a print driver in your WordPerfect or MSWord software?

Yes

No

If you do not have Adobe Acrobat, then what software will you use to convert documents to PDF files?

B. PACER: Do you now have a PACER account? Yes No

C. INTERNET ACCESS.

Do you currently have internet access through DSL Dial-up Modem Other _____

What type of Browser? Netscape. Version: _____
Internet Explorer. Version: _____
Other _____ Version: _____

Have you looked at the technical requirements in the CM/ECF materials on our website and do you have one of the recommended browsers and sufficient memory? Yes No

D. SCANNING EQUIPMENT:

Does your office have a scanner which can image documents and create PDF files for use in CM/ECF?

Yes

No

E. OFFICE PROCEDURES: Only attorneys may be registered users and will be given logins and passwords to the system. If you are not an attorney, has your office:

Formulated policies concerning who may use the login and password issued to an attorney?

Yes

No

Formulated policies on who may incur credit card charges when filing documents?

Yes

No